

Term:	Guidance:	Example:
Active voice	An active verb is used in a sentence to show that the subject is doing something.	The school arranged a visit. She cleaned her bedroom.
Antonym	These are words which have opposite meanings.	hot - cold light - dark large - small
Bullet points	These are used to show important information in a text.	For my holidays I must pack: sun cream reading book sunglasses
Colon	This punctuation mark can be used to introduce a list, before bullet points or introduce explanations.	When shopping today I must buy: eggs, milk, bread and chicken. I love the colour red: it is the colour of my favourite football team.
Ellipsis	This is a punctuation mark with three dots. It shows when a word has been missed out or a sentence is not finished.	Suddenly she heard a scream Well I was just wondering
Hyphen	A hyphen is sued to join two (or more) words and some prefixes to words. They are also used to make meaning clear.	sky-blue mother-in-law co-operate a man eating tiger > a man-eating tiger
Object	The object in a sentence is usually a noun, pronoun or noun phrase and comes after the verb.	The pupils walked to the museum. Sheila's mum went to the supermarket.
Passive voice	A passive verb is used to show that the object has had something done to it.	A visit was arranged by the school. The bedroom was cleaned.



Semi-colon	This punctuation mark can be used to separate two main clauses that are of equal importance, or to separate longer phrases in a list.	The show was excellent; we all had a fabulous time. For the camping trip, the children must bring: a headtorch with spare batteries; a hot-water bottle; a cup, plate and bowl; cutlery.
Subject	A subject is the person 'doing' the verb. It is usually the noun, pronoun or noun phrase that comes before the verb in a sentence.	The pupils walked to the museum. Sheila's mum went to the supermarket.
Subjunctive form	This is used in formal writing. It expresses wishes, hopes, commands, demands or suggestions.	If I were a good writer, I would have work published. I wish I were able to attend. I demand they be counted again.
Synonym	Words that have a similar meaning.	small – tiny old – ancient

